

**CITY OF ASHEVILLE, NORTH CAROLINA
CLASS SPECIFICATION**

**DEPUTY POLICE CHIEF
POLICE DEPARTMENT**

GENERAL STATEMENT OF DUTIES

Performs supervisory and professional administrative law enforcement work as second in command of the Police Department. Reports to the Chief of Police.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class performs professional administrative and supervisory work assisting in the management of the Police Department. Through assignments directed by the Chief of Police, employee acts as the assistant to the Chief in the command and supervision of personnel assigned to the various divisions of the Department. Employee is responsible for overseeing day-to-day operations of Administrative Services Division personnel, including personnel administration matters; evaluating operational efforts; monitoring local criminal activity; and developing approaches and programs to meet law enforcement needs and objectives. Employee is also responsible for representing the Department and/or Chief on various boards and commissions, and before community groups and the public, and for assuming responsibilities of the Chief in his or her absence. Considerable analytical judgment and initiative are required in developing administrative programs and policies. Employee must be courteous, tactful, and firm in all dealings with subordinates and the public. Work is performed under general supervision of the Chief and is evaluated in terms of the effectiveness of Department programs in meeting defined objectives.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Plan and directs activities of Department programs and personnel through direct and delegated supervision of various divisions, ensuring that established policies, procedures and programs are developed and implemented in accordance with directives of the Chief of Police; reviews, develops and implements policy and procedures, as necessary, to improve department efficiency and effectiveness; explains and interprets Departmental rules and

DEPUTY POLICE CHIEF

regulations to personnel; assumes duties of Chief in his or her absence, ensuring adherence to established policies, procedures and standards.

Reviews various division activity reports to ensure completeness and conformity to established policies and procedures; approves actions or makes recommendations as to procedure; ensures completion of quarterly and annual reports.

Serves as primary liaison to other law enforcement organizations, coordinating joint operations and cooperation from subordinate personnel and programs.

Compiles and analyzes data pertaining to crime in City, determines trends, and projects special or ongoing programmatic enforcement needs; develops and implements programs to ensure law enforcement needs are met; oversees crime prevention activities.

Oversees personnel administration functions for Department, including initiating position announcements, training of new and existing personnel, coordinating interviews for lateral assignment transfers, and administering employee performance appraisal and discipline boards.

Oversees and coordinates development of Department budget requests and allocation of appropriated funds; receives and reviews division requests, and develops overall proposal for review by Chief; monitors division expenditures, and ensures development, maintenance and submission of proper accounting records.

Serves as representative of Department and Chief to City and/or community boards or commissions, attending meetings and participating in other activities of such groups, as appropriate; attends various community functions as representative of Chief, preparing and delivering appropriate speeches and developing rapport with various community leaders and the general public as appropriate to facilitate positive image of Department and its programs; oversees activities of the departmental information officer.

Oversees the gathering and analysis of information regarding wrecker/towing services and alarm monitoring.

Oversees the accreditation process ensuring that the department remains in compliance with the National Accreditation Standards; coordinates accreditation process as appropriate.

Coordinates the research and preparation of grant proposals for available government or private funding for various programs and projects; administers grant appropriations, maintaining records and preparing reports for submission as required by funding authorities; maintains files of grant sources and supporting data.

Ensures that all internal investigations are completed in a timely manner and that all professional standards policies are followed.

Adheres to and fosters/coaches peers and subordinates on matters relating to the department's Mission and Guiding Principles.

ADDITIONAL JOB FUNCTIONS

DEPUTY POLICE CHIEF

Performs other related work as required.

DEPUTY POLICE CHIEF

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of modern law enforcement methods and practices and of the principles and practices of law enforcement administration.

Thorough knowledge of the operation, procedures, and legal processes of the Police Department.

Thorough knowledge federal, state, and local laws pertaining to law enforcement.

Thorough knowledge of the principles and practices of law enforcement program planning and budgeting.

Thorough knowledge of the principles of supervision, organization, and administration.

Thorough knowledge of the National Accreditation Standards for law enforcement agencies.

Considerable knowledge of the principles of public administration and their application to law enforcement administration.

Considerable knowledge of the current literature, trends, and developments in the field of law enforcement administration.

Ability to plan, develop, implement, direct, supervise, monitor and modify a comprehensive, goal-oriented law enforcement program.

Ability to compile and analyze crime statistics and related data, and to draw valid conclusions and develop projections for program needs.

Ability to plan, assign, and supervise the activities of subordinates in multiple programs and to instruct them in proper work methods and procedures.

Ability to analyze complex administrative and technical law enforcement problems.

Ability to express ideas effectively orally and in writing.

Ability to make oral presentations before large groups of people.

Ability to exercise tact, courtesy and firmness in frequent contact with the general public.

Ability to provide leadership and work in a consulting capacity with a variety of public officials at various levels of authority and influence.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

MINIMUM EXPERIENCE AND TRAINING

Bachelor's degree from an accredited college and eighteen months as a Captain or master's degree from an accredited college and twelve months as a Captain.

DEPUTY POLICE CHIEF

SPECIAL REQUIREMENTS

Certification as a Police Officer through the Criminal Justice Education and Standards Commission of North Carolina. Possession of a valid North Carolina driver's license.

*** For additional training requirements see the Department's Standard Operating Procedures Manual.

COMPETENCIES

Technical Competency: Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

Interpersonal Competency: Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

Intellectual Competency: Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job levels.

Customer Service: Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

Organizational and Community Sensitivity: Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

Physical Skills: Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Salary Grade 25
Exempt